

**STUDENTS NOT TESTED ON ELEMENTARY
AND MIDDLE SCHOOL REPORT (SNTMR) GUIDELINES**
Including SC READY, SCPASS and
Alternate Assessment Programs [NCSC and/or SC-Alt]
for Students Enrolled in Elementary and Middle Schools
2015-2016

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Important Changes and Reminders for 2015-2016:

- 1) New tests have been added to the students not tested process. New for 2015-16 are SC READY (replacing ACT Aspire) and EOCEP (English I, Algebra I and Biology I.)
- 2) All eligible students who do not test on one or more assessments must be coded in PowerSchool with the reason they did not test, regardless of whether you are requesting a rate/calculation exclusion.
- 3) If you submit documentation, but the eligible student is not coded in PowerSchool as “not tested” by June 7, 2016, your documentation cannot be processed.
- 4) Unless otherwise notified, Office of Research and Data Analysis (ORDA) staff will assume your schools participated in on-line or computer-based testing for applicable tests and all deadlines for this type testing apply. See page 8 of this document for further instructions on notifying ORDA staff of changes in testing dates.
- 5) True Grade level will be used to determine the appropriate SC READY and SCPASS assessment level for students receiving special educational instruction (Instructional Setting = SE, SR, SP). *True Grade is used only where the student's true grade of instruction is not within the operational grade level for the school of enrollment.* True Grade will also be used to identify special education students who should be assigned a Ninthgrade code/GR9 (First Time in Ninth Grade Code in PowerSchool.)
- 6) Students enrolled in self-contained classes who are over or under age with a handicapping condition methodology will no longer be used to exclude students from calculations. In place of this self-contained over/under age measure, SCDE will use the student's True Grade or Grade level for determining the appropriate assessment level for SC READY and SCPASS.
- 7) Required for documentation under **Ten Consecutive Unlawful Days Absent:** Please include all dates of your district's holidays/breaks in the months of March, April and May 2016.
- 8) To protect and secure the privacy of your students, all Students Not Tested documentation must be mailed using certified and return receipt processing, through a carrier service you trust (U.S. Postal Service, FedEx, UPS, DSL, etc.) Documentation can also be hand-delivered directly to Office of Research and Data Analysis (ORDA) staff by a trusted source.
- 9) Both elementary/middle and high school documentation is due to be delivered to SCDE on or before June 7, 2016. If you choose to send all your documentation in one mailing packet, please be sure to separate the elementary/middle school documentation from the high school documentation, using separate folders, dividers or envelopes and clearly labeled using the cover page template found on the last page of both SNT guideline documents.
- 10) The medical excuse for intermittent homebound students must include the wording for both “medically unable to attend school” and “physically and/or mentally unable to test.”
- 11) Be sure to include the school identification number (SIDN) for the school requesting the exclusion on all documentation.
- 12) “Physician Assistant” was added as an allowable signee on the medical excuse for Medical Homebound/Home-based and medical reasons for not testing.

Introduction:

In 2015-16, the South Carolina Department of Education (SCDE) will collect, from PowerSchool, reasons for ALL eligible students who do not test on the following assessments:

Program Name	Subjects	Grades/True Grades	Testing Dates
SCPASS	Science and social studies	Grades 4-8	Science - May 11 Social Studies - May 12 Make-up through May 19 Online through May 27
SC READY	English Language Arts (writing and reading) and mathematics	Grades 3-8	<u>Paper-Based</u> Writing - April 26 Reading - April 27 Math - April 28 Makeup through May 10 <u>Computer-Based</u> ELA - April 19 - May 10 Math - April 19 - May 10
The ACT [®]	English, writing, reading, mathematics, and science	11 (defined as the student's third year in high school, according to the student's 9GR)	<u>Paper-Based</u> April 19 <u>Computer-Based</u> April 19 - May 3 <u>Accommodations Testing</u> April 19 - May 3 <u>Makeup Testing</u> May 3
South Carolina Alternate Assessment (SC-Alt)	Science and social studies	Ages commensurate with grades 4-8	March 7 through April 22
SCNCSC	ELA and mathematics	Ages commensurate with grades 3-8 and 11	March 7 through April 29
End of Course Examination Program (EOCEP)	Algebra I, English I and Biology I	Enrolled in Course	Spring Administration only May 2 – June 3
ACT WorkKeys [®]	Reading for Information, Applied Mathematics, Locating Information	11 (defined as the student's third year in high school, according to the student's 9GR)	<u>Paper-Based</u> March 2 <u>Computer-Based</u> February 22 - March 18 <u>Accommodations Testing</u> March 2 - 16 <u>Makeup Testing</u> March 16
ACCESS for ELLs [®] and Alternate ACCESS for ELLs [®]	English Language Proficiency Assessments	Kindergarten - 12	February 2 - March 18

Note: SCDE will be collecting students not tested data from PowerSchool for all reasons not just those that meet the criteria under these Students Not Tested (SNT) Guidelines for exclusionary purposes. Doing this ensures South Carolina remains in compliance with federal requirements and with the Data Quality Campaign's essential elements of a state longitudinal data system.

The list of common SNT reasons that students do not test has been incorporated into PowerSchool. SCDE will collect this information from PowerSchool data in order to generate reports for accountability and other federally mandated reporting purposes.

The school will select the appropriate reason from a drop-down list for each student who does not test. The drop-down list of common SNT reasons is located on a new page in PowerSchool. *The new page was made available through a PowerSchool state reporting release during the on March 25, 2016.* No documentation will be required – **UNLESS** the school wants the student excluded from the appropriate calculations for one of the valid reasons as provided under these Students Not Tested Guidelines.

If requesting an ESEA Waiver or report card exclusion, the check box "Requested Exclusion" must be selected/activated and proper documentation sent to Lisa Woodard in the Office of Research and Data Analysis at the SCDE.

The "Requested Exclusion" check box should only be selected/activated for not tested reasons found in these guidelines. Any other reasons for a student not testing will be used for reporting purposes and will not be reviewed for exclusion from any calculations.

About The Students Not Tested on Elementary/Middle School Report

The "Students Not Tested on Elementary/Middle School Report" (SNTEMR) is a process designed for districts to account for students enrolled in elementary or middle schools, appearing in their PowerSchool data sent to the SCDE, who fail to take one or more state assessments under specific circumstances, as described herein. This document contains detailed instructions, including a description of what constitutes an acceptable exclusion from the calculations, required documentation, deadlines, and contact information. Following these guidelines will ensure students not tested, due to allowable criteria, are properly excluded from the appropriate calculations.

We rely on your assistance in getting this information to us as requested and in a timely manner to expedite the processing of your requests for exclusions from the appropriate calculations. We appreciate your assistance.

Deadlines for Submitting Documentation and PowerSchool Data Entry:

The SNTEMR will be collected from information keyed into the Students Not Tested fields found on the new Students Not Tested page of PowerSchool (available March 25.)

We will need to receive your supporting documentation through the mail. The deadlines for entering your SNTEMR information into PowerSchool and for providing your documentation are as follows:

SNTEMR Program	PowerSchool Data Entry Deadline	Documentation to SCDE Deadline
SC READY and/or SCPASS or NCSC and/or SC-Alt and EOCEP (enrolled in elementary or middle schools)	Tuesday, June 7, 2016	Tuesday, June 7, 2016

Contact Information:

For questions regarding the SNTEMR, check out our new FAQ section starting on page 19 of this document or contact Lisa Woodard via e-mail at lwoodard@ed.sc.gov or call 803-734-8573.

Providing Documentation:

Documentation must be mailed using certified and return receipt processing, through a carrier service you trust (U.S. Postal Service, FedEx, UPS, DSL, etc.) to be **received on or before Monday, June 7, 2016 (for all assessments.)** Documentation can also be hand-delivered directly to ORDA staff by a trusted source. Due to the large amount of documentation received and to ensure proper processing, please mail documentation for all schools in your district in **one** packet to the following address:

Lisa Woodard
South Carolina Department of Education
Office of Research and Data Analysis
1429 Senate Street, Room 410A
Columbia, South Carolina 29201

If you need a receipt for your mailed packet, please send your packet "Return Receipt Requested," since we will not be able to acknowledge receipt for mailed packets.

Both elementary/middle and high school documentation is due to be delivered to SCDE on or before June 7, 2016. If you choose to send all your documentation in one mailing packet, please be sure to separate the elementary/middle school documentation from the high school documentation, using separate folders, dividers or envelopes and clearly label both using the cover page template found on the last page of both SNT guideline documents.

General Guidelines and Reminders:

Detailed instructions for entering data into the Students Not Tested fields in PowerSchool are included as a supplement to this document, "*Reasons for Student Not Testing_StudentsNotTested_PowerSchool_Page 2016.*"

The SNTEMR documentation must be mailed by the **school district**, not by individual schools. The district's documentation must be from all schools in that district **(including charter schools)** that are requesting exclusions for students who did not test.

If your district has **no** schools requesting exclusions, the district is required to send an e-mail to Lisa Woodard at lwoodard@ed.sc.gov by **Tuesday, June 7, 2016.**

Please remember to ...

- **code all eligible students in PowerSchool with the reason why they did not test, even if you are not requesting a calculation exclusion. (If you submit documentation, but the eligible student is not coded as "not tested" in PowerSchool by June 7, 2016, your documentation cannot be processed.)**
- **include only documentation for eligible students who were actively enrolled as of the first day of testing for SC READY, (April 19, 2016) and/or SCPASS, (May 11, 2016), NCSC and/or SC-Alt age eligible with an Alternate Assessment Indicator (March 7, 2016) and/or EOCEP and enrolled in courses, English I, Algebra I and/or Biology I (May 2, 2016.)**
- **include only documentation for eligible students who are expected to take all or part of the alternative assessments (NCSC and/or SC-Alt) and are actively enrolled as of the**

first day of testing (**March 7, 2016.**) These students must have an alternate assessment indicator value of “YES” in PowerSchool. The alternate assessment indicator is located on the Precode page in PowerSchool.

- include the student’s ID number (PERMNUM and/or STATEID) on all documentation.
- include the School’s Identification Number (SIDN) (for the school requesting the exclusion) on all documentation. If you do not include the School’s Identification Number on the documentation, we may not be able to process your documentation.
- be sure to complete the SNT fields in PowerSchool prior to inactivating/transferring/withdrawing any applicable students (but only if they are actively enrolled in PowerSchool as of the first day of testing.)
- include a cover sheet along with your documentation that includes the district name, and contact information for the person(s) (primary and alternate) handling this process for your district, in the event there are questions. (See a template for the cover sheet on the last page of this document.)
- be certain the documentation submitted matches the information entered into PowerSchool as to the reason the student did not test.
- be sure the “Requested Exclusion” check box is activated in PowerSchool, if and only if you have documentation to support your request.
- be sure to select the correct “test category” and “test missed” in PowerSchool.
- do not send PowerSchool screen prints as documentation.
- be sure the students reported for exclusionary purposes are the students defined as eligible for grade or true grade level testing **OR** course enrollment **OR** are age eligible for alternate assessment, enrolled in an elementary or middle school and do not test on the appropriate test. For information on the appropriate test eligibility, see page 3 of this document.

Please be aware that if an eligible student has test scores, those scores will count, regardless of whether a calculation-exclusion is granted for the student.

SNTEMR Eligibility Criteria:

Exclusions may be requested in the following situations:

- 1) Students who are homebound or home-based and are described by a as “physically and/or mentally unable to test” during regular and make-up testing;
- 2) Students who are described by a as “medically unable to attend school” during regular and make-up testing (but are NOT homebound or home-based);
- 3) **Students who die on or after Tuesday, April 12, 2016 (for SC READY), and/or Wednesday, May 4, 2016 (for SCPASS), and/or Monday, April 25, 2016 (for EOCEP)** and thereby miss testing and make-up;
- 4) Students who are expelled on or after **Tuesday, April 12, 2016 (for SC READY), and/or Wednesday, May 4, 2016 (for SCPASS), and/or Monday, April 25, 2016 (for EOCEP)** and as a result, miss testing and make-up;
- 5) Students who withdraw or are transferred **on or after Tuesday, April 12, 2016 (for SC READY), and/or Wednesday, May 4, 2016 (for SCPASS), and/or Monday, April 25, 2016 (for EOCEP)** and are not re-enrolled; this category includes students who transfer to the Department of Juvenile Justice (DJJ);
- 6) Students who have ten consecutive, “unlawful” absences where the first day of unlawful absences **begins on or after March 29, 2016, but before the first day of testing, April**

19, 2016 (for SC READY) and April 20, 2016, but before the first day of testing, May 11, 2016 (for SCPASS Testing) and/or April 11, 2016, but before May 2, 2016 (for EOCEP) and are withdrawn on the day of the eleventh consecutive unlawful absence and are not re-enrolled and thereby miss testing and make-up;

- 7) Students who are incarcerated **on or after Tuesday, April 12, 2016 (for SC READY), and/or Wednesday, May 4, 2016 (for SCPASS)**, and thereby miss all of testing (this category includes students in **county or city jails**; it does NOT include DJJ transfers, but does include students in detention at DJJ *prior* to being transferred to the DJJ school district), where the school is not allowed access to the student for testing purposes;
- 8) Students who, because of a death in family **within a reasonable time before or during testing**, miss all of testing.

******REMINDER: All eligible students who do not test must be coded in PowerSchool with the reason they did not test, regardless of whether you are requesting a calculation-exclusion. If you submit documentation, but the student is not coded as “not tested” in PowerSchool by June 7, 2016 your documentation will not be processed.**

***** NOTE *****

Be sure to update all student demographic and testing eligibility related record fields in PowerSchool by **April 19, 2016**. The five business-day cutoff-dates were selected in order to allow districts time before testing begins to ensure that students who should be inactive on PowerSchool are inactivated/transferred/withdrawn **before** the first day of testing. If you know that students have been made inactive/transferred/withdrawn in PowerSchool before the first day of testing, you do **not** need to include their documentation nor code them as not tested in PowerSchool. Students who are not actively enrolled on the first day of testing are not counted for Federal and State accountability measures.

ABSENCE from school cannot be considered for exclusion from the calculations unless such absence meets the criteria described in this document.

Requirements for All Documentation:

Within the student's documentation paperwork, the pertinent areas are to be highlighted. Example: on the official district letter of expulsion, highlight the student's name, student's ID numbers (PERMNUM/STUDENT NUMBER and STATEID), and school's identification number (SIDN), the actual date of the expulsion and the phrase describing the student as “expelled for the remainder of the school year.”

Please note that some exclusion requests require **multiple** pieces of documentation. If an element related to the exclusion criteria, such as, but not limited to, the date of withdrawal; date of parent/guardian's signature; student ID number; or student name is changed (i.e., whited out or crossed out and marked over) on a document, the change must be initialed and dated, and the name and contact number of the individual initialing the change must be provided.

Multiple Documentation for Multiple SNT Reasons:

If you have a student with multiple reasons for not testing, please be sure to include all documentation for that student. You will only be able to select one reason for not testing in PowerSchool. The reasons provided in the drop-down list are in order of priority, so the first

reason you find in the dropdown list will be the one to select for this student. We will be reviewing all documentation and based on the dates and the accuracy of the documentation will make the determination as to what tests, if any, should be excluded from the calculations. This happens very rarely, but an example is a situation in which some days of a student's absence relate to one documented reason and the remaining days of the absence relate to a different documented reason, i.e., a student is in the hospital for the week of testing and is absent the second week because of a death in family.

Changes in Testing Dates for One or More of Your Schools:

Unless you 1) officially notify the SCDE (by e-mail lwoodard@ed.sc.gov or by memorandum) that your district's school year ends before make-up testing is over, your district is shortening the make-up period, or one or more of your schools did not participate in on-line testing for applicable tests and 2) provide the date of your last day of make-up testing, all documentation described as follows will have to account for the entire make-up period through **May 10, 2016 for SC READY, through May 27, 2016 for SCPASS, through April 22, 2016 for SC-Alt, and through April 29, 2016 for NCSC and through June 3, 2016 for EOCEP** testing as indicated on the Office of Assessment's testing schedule. The testing and make-up dates can be found in this document starting on page 3 or on the SCDE Office of Assessment's Webpage at <http://ed.sc.gov/tests/assessment-information/test-dates/>.

If sending changes to testing dates notification, please include it at the time you submit your students not tested documentation (no later than June 7, 2016.)

HOMEBOUND/HOME-BASED: Documentation Required for Homebound or Home-based Students Who Are Physically and/or Mentally Unable to Test

Two items of documentation are required:

- 1) A medical excuse on the physician's letterhead or official prescription pad, and must include the following:
 - ☐ Signature of a physician, physician assistant or nurse practitioner;
 - ☐ Date (month, day, year) physician, physician assistant or nurse practitioner signs the document;
 - ☐ Student's name;
 - ☐ Student and School's ID numbers (PERMNUM and/or STATEID and SIDN) (This can be written in at the top of the document if not already included.);
 - ☐ Statement that the homebound or home-based student was "**physically and/or mentally unable** to take SC READY and/or SCPASS and/or EOCEP"; and
 - ☐ All dates on when the student was physically and/or mentally unable to test during regular and make-up testing.

Please be aware that a physician's excuse that merely explains that the student was unable to be at school will not suffice since, by definition, a homebound or home-based student is not attending school.

AND one of the following

2) a) **FOR A HOMEBOUND STUDENT:**

An official, completed medical homebound instruction form, including the following:

- ☐ Physician's signature (stamped signatures are not acceptable);
- ☐ Student's name;
- ☐ Student and School's ID numbers (PERMNUM and/or STATEID and SIDN) (This can be written in at the top of the document if not already included.);
- ☐ Beginning date of non-attendance; and
- ☐ Projected return date.

NOTE: Physicians must include either a specific end date for homebound status or indicate that homebound status extends through the end of the school year. If the physician leaves the end date blank or writes "NA" or "indeterminate" or "unable to attend school sometimes" or similar phrases, we will not be able to accept the form as documentation that the student was on homebound status throughout testing and make-up periods. Also, if the physician's projected return date for the student includes dates when tests are being given, we will not be able to exclude the student for the tests or make-up tests that would be administered on those days.

OR

b) **FOR A HOME-BASED STUDENT:**

The two pages from the student's IEP, including the following:

- ☐ Parent/Guardian's signature accepting home-based placement;
- ☐ Student's name;
- ☐ Student and School's ID numbers (PERMNUM and/or STATEID and SIDN) (This can be written in at the top of the document if not already included.); and
- ☐ Statement asserting specifically that the IEP team recommends student be home-based starting on a certain date.

If you have more than one homebound or home-based student for whom you wish to request an exclusion, you will need to submit a separate medical excuse meeting the requirements described above for each homebound or home-based student who is declared by a physician, physician assistant or nurse practitioner to be/to have been physically and/or mentally unable to test during regular and make-up testing.

NOTE: “Fill-in” forms where the physician, physician assistant, or nurse practitioner’s signature has been photocopied cannot be accepted as documentation. (This does not mean that we cannot accept a photocopy of an original signed form; it means only that we cannot accept a form that was signed once by a physician, physician assistant or nurse practitioner as a blank form and then copied and filled in for multiple students.)

Letters from homebound instructors explaining why they did not administer tests cannot be accepted as documentation.

In the case of a hospital-type facility, such as a mental health facility or a behavioral modification facility, where all of the students are 24-hour residents and are officially on homebound status, if multiple students are declared by the on-site to be “mentally and/or physically unable to test during the entire test and make-up period,” then all of the students’ names may be listed on one letter signed by the physician, physician assistant or nurse practitioner. However, an official and fully completed copy of a medical homebound instruction form for **each** student must accompany the letter.

Intermittent Homebound

The medical excuse for intermittent homebound students must include the wording for both “medically unable to attend school” and “physically and/or mentally unable to test.”

**MEDICALLY UNABLE TO ATTEND SCHOOL: Documentation Required for Students
“Medically Unable to Attend School” (does not include homebound or home-based)**

- 1) A medical excuse on the physician’s letterhead or official prescription pad and must include the following:
- ☐ Signature of a physician, physician assistant or nurse practitioner (stamped signatures are not acceptable);
 - ☐ Date (month, day, year) physician, physician assistant or nurse practitioner signs the document;
 - ☐ Statement that the student was “medically unable to attend school;”
 - ☐ Student’s name;
 - ☐ Student’s ID (PERMNUM and/or STATEID and SIDN) and School’s ID numbers (This can be written in at the top of the document if not already included.); and
 - ☐ All dates on which the student was medically unable to attend school during regular and make-up testing.

NOTE: The excuse must state that the student was medically unable to attend school, not that the student could not take SC READY and/or SCPASS and/or EOCEP.

If you have more than one student who is medically unable to attend school, you will need to submit a separate medical excuse. Each student who is declared by a physician, physician assistant or nurse practitioner to have been medically unable to attend school during regular testing and make-up testing must meet the requirements described in this document. Only one student’s name can be listed on a given medical excuse.

“Fill-in” forms where the physician, physician assistant or nurse practitioner’s signature has been photocopied cannot be accepted as documentation. (This does not mean that we cannot accept a photocopy of an original form; it means only that we cannot accept a form that was signed by the physician, physician assistant or nurse practitioner as a blank form and then filled in for multiple students.)

DEATH OF STUDENT - Documentation Required in the Case of Death of Student

Be sure to complete the applicable SNT fields in PowerSchool prior to inactivating a deceased student.

If a student dies **on or after Tuesday, April 12, 2016 (for SC READY), and/or Wednesday, May 4, 2016 (for SCPASS), and/or Monday, April 25, 2016 (for EOCEP)** and prior to the beginning of testing, the following documentation is required:

- 1) A letter on school letterhead stating that the student died. The letter must include the following:
 - ☐ Date (month, day , year);
 - ☐ Student's name;
 - ☐ Student and School's ID numbers (PERMNUM and/or STATEID and SIDN) (This can be written in at the top of the document if not already included.);
 - ☐ Date when the student died; and
 - ☐ **Principal's signature.**

If a student dies before **April 12, 2016 (for SC READY), and/or May 4, 2016 (for SCPASS), and/or Monday, April 25, 2016 (for EOCEP)**, the student will be expected to have already been withdrawn from the school's PowerSchool system and the student is not eligible to be submitted in the SNTMR.

EXPELLED - Documentation Required for Expelled Students

Be sure to complete the applicable SNT fields in PowerSchool prior to inactivating an expelled student.

If a student is expelled on or after **Tuesday, April 12, 2016 (for SC READY), and/or Wednesday, May 4, 2016 (for SCPASS), and/or Monday, April 25, 2016 (for EOCEP)**, and thereby misses so many days that he is unable to test, he may be included in the SNTMR. (Students who are expelled before April 12, 2016 (for SC READY), and/or May 4, 2016 (for SCPASS) are not eligible to be included in the SNTMR; they should already have been made inactive on PowerSchool.) The following documentation must be sent for the expelled student:

- 1) A copy of the **official** district expulsion letter, stating that the student was expelled on or after **April 12, 2016 (for SC READY), and/or May 4, 2016 (for SCPASS), and/or Monday, April 25, 2016 (for EOCEP)**, for the remainder of the school year. The letter must include the following:
 - ☐ School name;
 - ☐ Student's name;
 - ☐ Student's ID numbers (PERMNUM/STUDENT NUMBER and STATEID) (This can be written in at the top of the letter if not already included.); and
 - ☐ Date of expulsion.

NOTE: Students who are suspended and students who are "recommended for expulsion" cannot be included in the SNTMR and are not eligible for exclusion.

WITHDREW - Documentation Required for Students who Withdraw

Be sure to complete the applicable SNT fields in PowerSchool prior to inactivating a withdrawn student.

If a student withdraws from your school **on or after Tuesday, April 12, 2016 (for SC READY), and/or Wednesday, May 4, 2016 (for SCPASS), and/or Monday, April 25, 2016 (for EOCEP)**, and thereby misses so many days that he is unable to test, then he/she may be included in the SNTMR. The following documentation must be sent on the student:

- 1) An official withdrawal form (**not** a copy of a PowerSchool screen or an absence or attendance report), completed at the school, including the following:
 - ☐ School name;
 - ☐ Student's name;
 - ☐ Student and School's ID numbers (PERMNUM and/or STATEID and SIDN) (This can be written in at the top of the document if not already included.);
 - ☐ Student's date of withdrawal;
 - ☐ Reason for student withdrawal; and
 - ☐ **Parent/Guardian's signature** or, in the case of a student old enough to withdraw himself, the student's signature, or, if withdrawn by official at the Department of Social Services, the signature, printed/typed name, title and telephone number of this official.

OR the following two items

- 2) If the student fails to withdraw officially but you receive a request for records from a new school for the student, then send:
 - a) A letter on school letterhead, including the following:
 - ☐ Date (month, day year);
 - ☐ Student's name;
 - ☐ Student and School's ID numbers (PERMNUM and/or STATEID and SIDN) (This can be written in at the top of the document if not already included.);
 - ☐ The date when the student was made inactive in PowerSchool; and
 - ☐ **Principal's signature.**

AND

- b) A copy of the request for records from the student's new school (this includes DJJ), including the following:
 - ☐ Student's name; and
 - ☐ Documented date of enrollment in the new school (enrollment date must be appropriate to warrant student having been unable to test in the original school during the testing period).
 - ☐ **Student and School's ID numbers (PERMNUM and/or STATEID and SIDN) from your school are to be written at the top of the copy of the records request.**

NOTE: Students are TRANSFERS if they go to DJJ and DJJ requests records for them; such students are to be included under "005 Withdrew" in PowerSchool. If students are not officially transferred, but are being held at a DJJ **detention** facility during testing and make-up testing, see "Incarcerated" for documentation requirements.

If a student withdraws OR IS TRANSFERRED from your school before **April 12, 2016 (for SC READY), and/or May 4, 2016 (for SCPASS), and/or April 25, 2016 (for EOCEP)**, the student is **not** eligible for exclusion. A student who withdraws or is transferred before April 12, 2016 (for SC READY), and/or May 4, 2016 (for SCPASS), and/or April 25, 2016 (for EOCEP), must be made inactive on PowerSchool **BEFORE** the first day of testing.

WITHDRAWN AFTER TEN ABSENCES - Documentation required (TWO ITEMS) for students who have ten consecutive, unlawful absences and are withdrawn on the day of the eleventh such absence

Be sure to complete the applicable SNT fields in PowerSchool prior to inactivating a withdrawn student.

Students who have ten consecutive, unlawful absences **where the first day of unlawful absences begins on or after March 29, 2016, but before the first day of testing, April 19, 2016 (for SC READY) and April 20, 2016, but before the first day of testing, May 11, 2016 (for SCPASS Testing), and April 11, 2016, but before the first day of testing, May 2, 2016 (for EOCEP)** and are withdrawn on the day of the eleventh such absence and who miss so much of the regular and make-up testing period that they are unable to take a test may be included in the SNT EMR.

Two items of documentation are required:

- 1) A letter on school letterhead, including the following:
 - ☐ Date (month, day, year);
 - ☐ Student's name;
 - ☐ Student and School's ID numbers (PERMNUM and/or STATEID and SIDN) (This can be written in at the top of the document if not already included.);
 - ☐ The statement that the absences were, specifically, "**unlawful**" (not merely "excessive," for example);
 - ☐ The ten exact dates of consecutive, "unlawful" absences;
 - ☐ All dates of your district's holidays/breaks in the months of March, April and May 2016;
 - ☐ The statement that absences resulted in the student's being unable to test; and
 - ☐ **Principal's signature.**

AND the following

- 2) An official withdrawal form (not a copy of a PowerSchool screen or an absence or attendance report), completed at the school, including the following:
 - ☐ School name;
 - ☐ Student's name;
 - ☐ Student and School's ID numbers (PERMNUM and/or STATEID and SIDN) (This can be written in at the top of the document if not already included.);
 - ☐ Date of withdrawal;
 - ☐ Reason for withdrawal; and
 - ☐ **Principal's signature.**

Students who have ten consecutive, unlawful absences **beginning before March 29, 2016 (for SC READY), and April 20, 2016 (SCPASS Testing), and April 11, 2016 (EOCEP) for beginning on or after the first day of testing**, are not eligible for exclusion; such students will be expected to have been made inactive on PowerSchool already.

DEATH IN FAMILY - Documentation required (TWO ITEMS) for students who miss testing on SC READY and SCPASS because of absence caused by a death in family within a reasonable time before or during testing and make-up testing. Note: Students missing school due to family illness is not an allowable exclusion under these guidelines.

Two items of documentation are required:

- 1) a) A newspaper obituary for student's family member
- ☐ Showing the date of death (month, day, year),
 - ☐ The date of publication, and
 - ☐ The name of newspaper;

OR, if an obituary is not available,

- b) A memorial folder from the funeral service
- ☐ Showing name of deceased, and
 - ☐ Date of death;

OR, if a or b is not available,

- c) A letter from the funeral home
- ☐ Showing name of deceased, and
 - ☐ Date of death.

AND

- 2) A letter on school letterhead, including the following:
- ☐ Date (month, day, year);
 - ☐ Student's name;
 - ☐ Student and School's ID numbers (PERMNUM and/or STATEID and SIDN) (This can be written in at the top of the document if not already included.);
 - ☐ Statement that the student was absent because of a death in the student's family;
 - ☐ All dates on which the student was unable to test during regular and make-up testing. These dates must cover a sufficient number of testing days and make-up testing days to have resulted in the student's being unable to test; and
 - ☐ **Principal's Signature.**

INCARCERATED - Documentation required for incarcerated students (NOTE - does not include DJJ transfers - for DJJ transfers, see "Withdrew")

For a student who is incarcerated in a county or city jail **on or after Tuesday, April 12, 2016 (for SC READY), and/or Wednesday, May 4, 2016 (for SCPASS)**, and misses all of testing, or a student who is in a detention facility through DJJ but **not yet transferred** to the DJJ school system, send the following documentation:

- 1) A letter on official letterhead, including the following:
 - ☐ Date (month, day, year);
 - ☐ Student's name;
 - ☐ Student and School's ID numbers (PERMNUM and/or STATEID and SIDN) (This can be written in at the top of the document if not already included.);
 - ☐ Statement that the school was not allowed inside the facility to test the student;
 - ☐ Dates of student's incarceration. These dates must begin on or after **April 12, 2016 (for SC READY), and May 4, 2016 (for SCPASS)**, and show that the student was incarcerated during so many days of both regular and make-up test periods that he was unable to test at the home school. **NOTE:** A student who is absent from school while **awaiting** trial is not eligible for exclusion; and
 - ☐ **Signature of the appropriate prison, law enforcement, or DJJ official (not a School Resource Officer);**

OR the following two items

If the prison or law enforcement official cannot provide a letter naming the specific student and providing dates of that student's incarceration, we can accept the following two pieces of documentation:

- 2) a) A letter from the prison or law enforcement official stating that the school staff cannot be allowed into the facility to test **any** "inmate," (or in the case of DJJ, "juvenile");

AND

- b) A letter from an individual with **firsthand** knowledge of the date on which the student was arrested or committed (not a letter from a school official who was informed later of the arrest or commitment.)

Students NOT ELIGIBLE to be included in the “Students Not Tested on Elementary / Middle Report” Process

1. Do not submit documentation for students who are **expelled, withdrawn/transferred or who die before April 12, 2016 (for SC READY), and May 4, 2016 (for SCPASS)**. These students are NOT eligible for exclusion from ratings through the SNTEMR. It is expected that they will have been made inactive on PowerSchool already.
2. **Do not submit documentation for students who have** ten consecutive, unlawful absences (and miss all of the testing) beginning before **March 29, 2016 (SC READY), April 20, 2016 (SCPASS), and April 11, 2016 (EOCEP)**, or beginning on or after the first days of testing. **These students are NOT eligible for exclusion from calculations. It is expected for those whose 11th day is before March 29, 2016 (SC READY), and April 20, 2016 (SCPASS) and April 11, 2016 (EOCEP), will have been made inactive/withdrawn in PowerSchool prior to the first day of testing.**
3. Do not submit documentation for students who are not actively enrolled in PowerSchool as of the first day of testing. SCDE pulls only students who are actively enrolled from the first day of testing.
4. LEP students at the lowest levels of English proficiency who, during the 2015-16 school year, are in a US school for the first time will not be included on the not-tested report. SCDE will obtain the required LEP information on these students, from the “English Prof” field, and the US entry date from the “US Sch Entry Date” field on the Additional Student Information page in PowerSchool. Students born in the US who move to their family’s home country, before entering school, and then return and enter a US school will be identified and reported through the use of the appropriate selection in the “Birth Country” field in PowerSchool of RTNUS (“Return to US”) and an appropriate date entered in the US entry date field.
5. Do not submit documentation for home-schooled or private-schooled students. These students are expected to have been coded for non-payment so that they would not have appeared in the First Day of Testing data file.
6. Do not submit documentation for suspended students or students recommended for expulsion. Only students who are **officially expelled** within a specific timeframe are eligible for inclusion in the SNTEMR.
7. Do not submit PowerSchool screen prints, absence or attendance reports. This type of information cannot be considered as documentation.
8. Do not submit IEP’s (except for the appropriate pages described for home-based students herein).
9. Do not submit court orders. If a student is being detained either at Department of Juvenile Justice *prior* to transfer or at a county or state jail, there are specific documentation requirements (See “Withdrawn” and “Incarcerated” sections of this document.)

Guidelines for Students who miss one day of a two-day test:

If a student misses one day of a two-day test, the student will be considered not tested for Federal Accountability participation or the report card calculations that include the two-day test, but an exclusion can be requested if the student missed testing for appropriate, documented reasons described in these guidelines. That way, the student will be excluded from pertinent calculations if he misses one of the two days.

Students Not Tested on an Alternate Assessment (Enrolled in Elementary/Middle School):

If a student who is eligible to take an alternate assessment (elementary or middle) does not have a score, the student can be excluded from calculations by way of submitting appropriate documentation. Alternate assessment students must meet the same criteria as SC READY/SCPASS students to be included in the SNTMR. Please refer to sections of this document for specific documentation requirements. For alternate assessment students who are "physically or mentally unable to test", the documentation must record the testing dates beginning (**March 7, 2016 for SC-Alt and NCSC**) to the date testing ending (**April 22, 2016 for SC-Alt and April 29, 2016 for NCSC.**) For a non-homebound/based student who is "medically unable to attend school", the documentation must record the date testing began (**March 7, 2016 for SC-Alt and NCSC**) to the date testing ended (**April 22, 2016 for SC-Alt and April 29, 2016 for NCSC.**) The physician, physician assistant or nurse practitioner will need to provide the specific dates in his/her excuse.

SCDE, Office of Research and Data Analysis uses the Alternate Assessment Indicator found in PowerSchool to identify students who are eligible for SC-Alt. Please refer to the PRECODE Manual, (<http://ed.sc.gov/tests/assessment-information/precode/>) for eligibility criteria.

Do not report in PowerSchool or submit documentation for a student who is eligible for an alternate assessment unless the student missed an alternate assessment test and meets one or more of the criteria for students not tested. Do not report alternate assessment students because they missed the SC READY and/or SCPASS testing.

If you have **alternate assessment**, enrolled in elementary/middle school, eligible students who miss the entire testing period (**March 7 through April 22, 2016 for SC-Alt and/or March 7 through April 29, 2016 for NCSC**), please include documentation for these students at the same time SNTMR documentation is due (**June 7, 2016**). Provide the same documentation as needed for the SC READY or SCPASS students as detailed in these guidelines. Alternate assessment students must meet the same criteria as the SC READY or SCPASS students to be included in the SNTMR.

Since the testing windows for NCSC and SC-Alt overlap, there is no need to submit two sets of documentation for the same student. Submission of one set of documentation to cover both tests is acceptable, as long as the dates supplied on the documentation include all applicable dates for missed testing.

Frequently Asked Questions:

- 1) **Question:** Do I need to report LEP students who are in their first 12 months in a US school and do not test on the ELA assessment, as not tested?

Answer: The answer would depend on whether the student is coded correctly in PowerSchool.

The following PowerSchool data elements will be used to identify *LEP 1st 12 months in US* students for automatic exclusion from the appropriate test performance and/or participation calculations:

- English Prof field and US Sch Entry Date field, or
- Birth Country field (with the value RTNUS) and US Sch Entry Date field.

If the student is coded correctly in PowerSchool as of the first day of testing, there is nothing more you need to do. Do not code the student as “not tested” in PowerSchool.

If any of these fields contain incorrect values or have missing values, resulting in the SCDE staff not being able to accurately identify these students, you will need to code the student as not tested for reason # 022 - Student LEP first year in US exemption (incorrectly coded in PowerSchool only.) SCDE will use this SNT information for reporting only, as #022 cannot be used for exclusionary reasons. Please refer to the document “***Reasons for Student Not Testing_StudentsNotTested_PowerSchool_Page 2016***” for more information on this SNT reason.

- 2) **Question:** Do I need to report Alternate Assessment students who do not test on the SC READY, SCPASS, or The ACT[®] assessment?

Answer: The answer would depend on whether the student is coded correctly in PowerSchool. The following PowerSchool data elements will be used to identify Alternate Assessment students for testing eligibility:

- Alternate Assessment Indicator (found on the Precode page in PowerSchool), and
- Date of birth.

If a student is coded with an Alternate Assessment Indicator value of “Yes” and is age appropriate for testing, SCDE staff will be looking for test scores among the alternate assessment results. Or, if a student is coded with an Alternate Assessment Indicator value of “no or is blank” (check box is not activated) and his/her true grade or grade level or GR9 is appropriate for testing, SCDE staff will be looking for test scores among the standard assessment results.

If either of these two fields contain incorrect values or have missing values, resulting in the SCDE staff not being able to accurately identify these students, you will need to code the student as not tested for one of the following reasons:

- 017 - Data entry error at school or district, alternate assessment related; or
- 018 - Student not eligible for alternate assessment due to age (incorrectly coded in PowerSchool only.)

SCDE will use this SNT information for reporting only, as #017 and 018 cannot be used for exclusionary reasons. Please refer to the document “***Reasons for Student Not Testing_StudentsNotTested_PowerSchool_Page 2016***” for more information on this SNT reason. If the student is coded correctly in PowerSchool as of the first day of testing, there is nothing more you need to do.

- 3) **Question:** When should I code a transferring/withdrawing student as not tested?

Answer: To determine whether a transferring/withdrawing student needs to be included in the SNT process, you must first determine if the student was actively enrolled in PowerSchool on the first day of testing. If the student is not actively enrolled, you do not need to report the student as not tested or request an exclusion or send documentation.

If the student is enrolled on the first day of testing, and doesn't test, you will need to report the reason the student did not test and do so before you inactivate/withdraw/transfer the student in PowerSchool. This is especially important when transferring a student within your district, as you will not be able to return to the student's record to enter these data, once you have transferred the student.

- 4) **Question:** Will True grade be used to identify the student's true grade of instruction and testing eligibility? When do I need to populate the Truegrade indicator in PowerSchool.

Answer: Yes, the Truegrade indicator, if populated, will be used to identify the students testing eligibility for SC READY and SCPASS. If Truegrade indicator is populated, SCDE staff will be looking for scores within the truegrade level for the student. If the student does not test within the truegrade testing level, the scores will be invalidated.

Truegrade can only be assigned to students receiving special education instruction (instructional setting indicator = SE, SR or SP) and the student is enrolled in a school not approved for his true grade of instruction. Truegrade has direct relation to the age of the student, and everything to do with the student's level of education, based on his IEP.

- 5) **Question:** Do I need to code all students as not tested, if they do not test, even if I don't have documentation to support an exclusion from the calculations?

Answer: Yes, if the students is actively enrolled as of the first day of testing and is eligible to test based on grade/truegrade, age, course enrollment or GR9, then you must code them as not tested and provide the reason for not testing, even if you are not requesting an exclusion.

- 6) **Question:** End of Course for US History is not an option for reporting students not tested. Is this an oversight?

Answer: No, this is not an oversight. For 2015-16, SCDE has no plans to collect students not tested information for the EOCEP, US History.

- 7) **Question:** How do I code a student who is absent from school, with no medical excuse?

Answer: Non-Homebound/homebased students who are absent from school during the testing and make-up window for reasons not medically related must be coded as not tested for the reason "010 – Non-medical absence." If the student is absent for a medical reason during the testing and make-up window, with or without a medical excuse, must be coded as not tested for the reason "002 – Medical Absence."

- 8) **Question:** Why are the "Incarcerated" student and "Family Death" exclusions not applicable to Middle School student who miss the EOCEP test for this reason?

Answer: EOCEP will be treated as a high school assessment. "Incarcerated" student and "Family Death" currently only apply to state accountability for elementary and middle school assessments and are not valid exclusionary reasons for federal accountability.

- 9) **Question:** What do we need to do to notify SCDE/ORDA when we are not using the online testing for SC READY?

Answer: Since there are two published dates, one for on-line testing (April 19) and one for paper-based testing, if you send a letter/memo stating that you are not online testing, we will make the adjustment to the SNT approval process while reviewing your documentation. The cut-off date for coding in PowerSchool of withdrawal, expulsion or death of student is 5 business/school days before the first day testing. For districts using the paper-based testing, we would expect to see documentation with dates no earlier than April 19 and no later than April 28 for these not tested reasons. For doctor's excuses, include the dates specifically applicable to the individual student's situation, as defined in these guidelines. The 10 days unlawful absences reason is a little trickier, but by simply moving all your dates forward by 5 business days, you will get the appropriate results.

Don't forget we must receive, by June 7, 2016, (at the time you submit your documentation) your letter/memo telling us you are not online testing for this to apply.

- 10) **Question:** Will SCDE adjust the first day of testing for the End of Course based on the district's schedule?

Answer: Currently, there is only one published first day of testing (May 2) and we will be using this as our "first day of testing" in guiding the SNT process. However, if you are not planning on using all the make-up days, and you plan to make an adjustment to your make-up dates, we will accept notification in writing. Please submit your memo/letter at the same time you submit your SNT documentation, by June 7, 2016.

- 11) **Question:** If a student misses all or part of ELA for one reason and another reason for Math, should I create two records?

Answer: No. Create only one record for each test, not each subject. For example, "ELA/Math" is considered one test for the SNT process and appears as a single value in the "Test Missed" dropdown list in PowerSchool. Be sure to select the lowest code value appropriate to the affected student's reason for not testing. However, your documentation should reflect all reasons for not testing for all or part of any test.

- 12) **Question:** If a student misses "ELA/Math" and "SCI/SocStud", would we enter a reason for "ELA/Math" and then enter a separate entry for "SCI/SocStud"?

Answer: Yes. Create a separate record for each test missed. However, if the reason for the student missing both tests is the same, you can combine the documentation. For example, if a homebound student misses all or part of either test, the physician can write one medical excuse to cover both testing periods.

Students Enrolled in Elementary or Middle Schools – Students Not Tested Documentation:

District:

Primary Contact Person

Name:

E-mail:

Telephone:

Secondary Contact Person

Name:

E-mail:

Telephone:

Reminders from SCDE:

Both elementary/middle and high school documentation is due to be delivered to SCDE on or before June 7, 2016. If you choose to send all your documentation in one mailing packet, please be sure to separate the elementary/middle school documentation from the high school documentation, using separate folders, dividers or envelopes and clearly labeled.

Documentation must be mailed using certified and return receipt processing, through a carrier service you trust (U.S. Postal Service, FedEx, UPS, DSL, etc.) to be **received on or before June 7, 2016**. Documentation can also be hand-delivered directly to Office of Research and Data Analysis (ORDA) staff by a trusted source. Due to the large amount of documentation received and to ensure proper processing, please mail documentation for all high schools in your district in **one** packet to the following address:

Lisa Woodard
South Carolina Department of Education
Office of Research and Data Analysis
1429 Senate Street, Room 410A
Columbia, South Carolina 29201